Rosslyn Heights East Unit Owners Assn.

Arlington, Va.

www.rosslynheightseast.com

Property Manager: Keymont Community Management

3020 Hamaker Court, Fairfax VA 22031-2220 • 703-752-8300

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34 tips for RHE owners & residents

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Dear new Rosslyn Heights East owner or resident,

To help smooth your transition to a new residential community, the Board of Directors has prepared this package for you. Here is key information that we hope answers your questions and provides guidance during the beginning of your ownership or residence at RHE.

1. **Airbnb and similar services:** Under Article XI, Section 2, of the RHE Bylaws, "No condominium unit within the project shall be rented for transient or hotel purposes, or without the prior written approval of the Board of Directors, for any period less than six (6) months." The board has not granted such approval. In addition, RHE House Rules & Regulations prohibit unit owners from renting RHE parking spaces. Also, Arlington County requires collection of a 7% transient occupancy tax and possibly obtaining a county business license.

2. **Air conditioning/heating periods:** The RHE Board has A/C chillers for each building turned on usually by mid-April and turned off in early November but those times may vary depending on temperature trends at the time (one hot day does not constitute a trend). The radiator heating system remains on year-round but temperature sensors prevent heating of water in the radiator pipes in warm months. With the advent of cooler weather, your unit radiators should feel warm to the touch when outside temperatures fall below **56 degrees**, as measured by the RHE boiler system temperature sensors. If your radiators do not feel warm at temps below 56°, check to see if your radiator valves are open or whether air needs to be bled out of the radiators (see the item below on "Radiators, Bleeding" for details). In addition, feel the two radiators in your stairwell. If either is warm, then the building heating system likely is not the problem. If it appears to be a building-wide issue, contact our Keymont property manager.

3. **Barbecuing:** Grills are allowed on RHE grounds but only on the center sidewalk of the courtyard (to keep smoke out of residents' windows). Please take your food inside or across the street to the park to eat. Social activities, parties, and picnics are prohibited in the courtyard.

4. **Bicycles:** You've moved to a terrific area for bicycle riding. You're within 10 minutes of five major bike trails: Mount Vernon, C&O canal towpath, Capital Crescent, Rock Creek Park, and Custis/I-66 not to mention the National Mall. (For details about these and other nearby bicycle trails, go to the Washington Area Bicyclist Assn.) You must store your bicycle only in your unit or in one of the two bicycle storage rooms (accessed via the 1222 and 1302 entrances); bicycle storage in hallways or locked to a railing is prohibited. **Note:** To store your bicycle in the 1222 or 1302 bicycle room, your bicycle must display an RHE Bicycle Parking Permit, otherwise it is subject to removal by the condominium association. Applications for permits are available from Keymont Community Management (703-752-8300) or via the RHE website under RHE Reference Documents.

5. **Cable Internet/TV/Phone:** Xfinity (Comcast) and Verizon FiOS provide cable or fiber optic service, respectively, to RHE units. To subscribe to a service, contact Xfinity (703-841-7700) or Verizon FiOS (855-342-7133). RHE buildings have had Xfinity cable installed inside them for many years. **Note:** Comcast may need access to the 1222 or 1302 bicycle room, both of which contain a Comcast cable junction box. In July 2013, Verizon installed FiOS handholes in the ground and cable in brick-colored metal conduits up the outside of the buildings to facilitate future connection of FiOS service to condominium units. Verizon also installed FiOS wall plates in 41 units that granted permission at the time (more have done so since). Xfinity and Verizon are the only cable/fiber services available to RHE units; RHE prohibits installation of satellite dishes. Residents pay monthly fees for Xfinity or Verizon internet-related services directly to those companies and should contact them if experiencing service problems.

6. **Carpeting:** To reduce noise traveling from one unit to another, RHE Bylaws [Article XI, Section 3(p)] require that 80% of the floor area of units that are situated over other units must be "carpeted with appropriate padding under the carpet." Article X, Section 3(a), prohibits nuisances that interfere with residents' "peaceful use" of their condominium units.

7. **Certificate of Insurance:** Occasionally, your mortgage lender may ask you for proof of hazard/fire insurance. The mortgage lender always will ask for the Certificate of Insurance at the time of purchase, refinancing, or when the owner is obtaining a second mortgage or home equity line of credit. Building hazard/fire insurance is arranged by the RHE Board for the Unit Owners Association.
   - To obtain a Certificate of Insurance, contact Craig Griffith Insurance Agency, Springfield, Va., a State Farm agent. According to Baxter Griffiths, you can call the insurer at 703-971-7007 and provide the following information:
   - Your name, phone number, address (including unit number), and "Rosslyn Heights East." (Craig Griffith handles hazard insurance for about 300 condominiums in Northern Virginia.)
   - Your mortgage company, the processor's name, address, and phone number.
   - Your loan number, if known.
   - Craig Griffith will send the Certificate of Insurance directly to your lender; expect a day or two turn-around (unless you're slowed by the end-of-the-month spate of settlements). You'll get a copy by regular mail from State Farm's regional office.
   - RHE hazard insurance covers only the areas of the condominium owned and controlled by the Unit Owners Association – the two buildings, which includes each unit's "four walls," utility systems, grounds, and all other common areas.
   - Everything "inside the four walls" is the responsibility of the unit owner. Unit owners and tenants are responsible for their own "walls-in" condo or renters insurance to cover the contents of their units.

8. **Condominium Fee Payments:** Instead of writing a check each month, unit owners can arrange to have their condominium fees deducted automatically at the beginning of each month from their bank accounts. Call RHE property management company Keymont at 703-752-8300 or click application form for the Direct Debit Plan. Other electronic payment methods are available.

9. **Electrical Power:** Each RHE unit has available four circuits that provide electrical power – one 20-amp and three 15-amp circuits. Increasing power to any unit would require accessing common element electrical systems and areas, requiring prior approval by the RHE Board.

10. **Electric Ranges:** RHE House Rules and Regulations prohibit the installation and operation of electric ovens in RHE units as a safety measure because of building electrical capacity limits. All RHE units include a natural gas hook-up in the kitchen for gas stoves.

11. **Fuse Boxes:** The RHE Board has stated that prior approval of the board isn't required when a unit owner wants to replace his/her fuse box with a circuit breaker box if there is no change in capacity or number of existing circuits and no common elements (such as electrical lines or equipment) are affected. The board stated that the work must be performed by a licensed electrician.

12. **House Rules:** To make living at RHE pleasant for everyone, the Board of Directors has adopted a set of House Rules governing parking, use of common areas, pets, and other matters. They are included on the RHE website under Reference Documents. Please familiarize yourself with them.

13. **Keys:** If you are a new owner, it is the responsibility of the previous owner of your unit to provide you with keys to the unit and its mailbox. If you are a new tenant, it's the responsibility of your landlord to provide you with these keys and the passcode to the building front door lock and doors to the laundry and bicycle rooms. **Note: RHE has no lock-out service.**

14. **Paint Colors:** The paint colors (all Benjamin Moore) used in the stairwells initially painted in 2011 are:
    - Walls: Wheeling Neutral (HC-92 at 50%), Aura eggshell
    - Ceilings: Simply White (OC-117) Super Spec flat
    - Stair risers and railings: Appalachian Brown (2115-10) semi-gloss
    - Door trim and radiators: Wheeling Neutral (HC-92 at 50%) Regal semi-gloss
    - Unit doors: Hampshire Gray (HC-101) semi-gloss.

15. **Parking:** For details on parking, see the House Rules under Reference Documents on the RHE website. RHE lots provide 59 parking spaces for residents of 56 units. Generally, on evenings and weekends your guests may park in the large parking lot at N. Nash and N. 14th Streets. You must have an RHE parking sticker adhered to your vehicle window to park in RHE lots during weekdays. (Note: Arlington County Zone 5 permits and dashboard tags don't apply to RHE lots.) Parking in the small lot on N. Meade St. near the 1220 entrance is limited to vehicles with RHE stickers. Street parking is available on N. Meade St. and N. Nash St. under Arlington County parking rules.

16. **Plumbing Problems:** For routine in-unit problems, residents may call any plumber they wish. One company familiar with Rosslyn Heights East is Triple State Plumbing Services of Arlington

(703-533-8909). If the plumbing problem requires shutting off water service to all units in the building, owners and residents must follow the Building Water Shutoff Procedure posted on the RHE website under Reference Documents.

17. **Radiators, Bleeding:** If your radiators remain cold during cold weather, air may need to be bled out of them so the boiler-heated water will fill them. (Tenants should consult their landlords before proceeding.) Follow these steps to bleed a radiator:
    1. Obtain a "radiator key" from a hardware store or online (cost is a few dollars).
    2. Insert the key in the radiator bleeder valve at the top of each radiator.
    3. Hold a cup under the bleeder valve to catch the water.
    4. Insert the radiator key and turn it **no more than a quarter turn** counterclockwise; stop when air hisses out of the valve.
    5. Let the air escape until a steady stream of water flows from the bleeder valve. (Caution: The water may be very hot.) Turn the bleeder valve clockwise to shut it.
    6. Repeat for all your radiators.
    7. It also may be necessary to turn on the radiator by turning the knob near the floor.

    TIP: If your radiator remains cold, feel the two radiators in your stairwell. If they are warm, the building heat is working so the problem is your radiator; tenants should contact their unit owner.

    IN CASE OF RADIATOR LEAK EMERGENCY, call Keymont Community Management on weekdays at 703-752-8300, or after hours and weekends at 888-660-7132.

18. **Satellite Dishes:** While the Federal Communications Commission Over-the-Air Reception Devices Rule generally allows condominium unit owners or residents to install satellite dishes or outside TV antennas for their units, that rule **does not apply** to Rosslyn Heights East. The reason: RHE owners and residents have no areas such as balconies, terraces, decks, or patios for their "exclusive use" where the FCC rule permits installation of satellite dishes or antennas. In addition, the FCC rule does not allow installation on a roof, exterior wall, walkway, or other common area or drilling through exterior walls. (See "If I live in a condominium or an apartment building, does this rule apply to me?" at the FCC's Over-the-Air Reception Devices Rule.) Also, the RHE Bylaws [Article XI(k)] prohibit installation of outside television reception devices without prior approval by the RHE Board. The Board has never approved such installation.

19. **Signs:** RHE Bylaws prohibit posting for rent, for sale, or any other signs in condominium unit windows or on the condominium grounds. Exception: The RHE Board allows "open house" signs to be posted only on Saturdays and Sundays and only along N. Meade St. and outside of the building door of the unit having the open house.

20. **Stereos/TVs:** Sound travels easily through unit walls, floors, and ceilings. In consideration of your neighbors, please keep stereo and television volumes down to a reasonable level. Article X, Section 3(a), prohibits nuisances that interfere with residents' "peaceful use" of their condominium units.

21. **Storage Lockers:** The condominium association has assigned a storage locker to your unit. Each locker is marked with the street address (1220, 1222, 1224, 1300, 1302, or 1304) and number of its corresponding unit. Use only the locker assigned to your unit. The condominium

association, at an owner's request, will remove items stored in a locker that does not belong to the unit owner or the unit owner's tenant. Unit owners and/or tenants must supply their own locks. The storage lockers are accessible either from the 1224 or 1300/1302 entrances and are at the basement level. RHE House Rules and Bylaws prohibit storage of items in hallways, stairwells, or other common areas (except bicycles in the bicycle rooms). Unit owners are responsible for repair of damage to their storage units.

22. **Thermostats:** The original air conditioning air handlers in RHE utility closets require a two-wire, 120-volt thermostat. If you choose to replace the original thermostat (dating to 1981), the 24-volt devices sold by retail outlets won't work. The RHE 120-volt systems will burn them out. You may have to buy a 120-volt thermostat at an A/C supply store (Honeywell manufactures 120-volt models) or hire an HVAC contractor to rewire the connection between your air handler and thermostat.

23. **Trash Disposal/Recycling:** Place your trash in the dumpster in the small parking lot on N. Meade St. or in the large parking lot on N. Nash St. (The dumpster between RHE and the apartment building to the north. belongs to that building; don't use it.) Next to each dumpster is a recycling bin. Dumpsters and recycling bins are emptied weekly. House Rules prohibit leaving mattresses, sofas, and other items next to the dumpsters. Unit owners are subject to payment for a special pickup and a House Rules violation assessment for items abandoned by them or their tenants. Our vendor American Disposal Services will not remove trash, furniture, or any items that are not inside the dumpster or recycling bin. For recycling, it advises:

    Use the recycling bins for:
    - Cardboard boxes (please flatten), other cardboard items
    - Steel and aluminum cans
    - Plastic bottles & jugs, laundry detergent bottles
    - Glass bottles and jars
    - Newspapers/magazines
    - Junk mail/office paper/paperboard and bagged shredded items

    Please DO NOT place plastic bags containing recyclables in the bins because the plastic clogs rotating parts at the recycling processing facility.

    DO NOT place in the recycling bins:
    - Plastic bags and flexible packaging material
    - Food/organic waste
    - Phones, computers, TVs, other electronic waste
    - Clothing

24. **Unit Alterations:** New or existing owners who wish to make physical changes to their units (beyond painting) should first read the Unit Alterations Policy listed on RHE website under Reference Documents and the remodeling guidance under Resident & Owner Guidance.

25. **Unit Front Doors:** Maintenance, repair, and replacement responsibilities for the exterior of unit front doors are spelled out in a Board policy posted on the RHE website under Reference Documents. Other unit front door information:
    - **Colors:** To maintain design harmony in the stairwells and hallways, the RHE Board determines paint colors for the outside of unit front doors and their trim (see the item above on Paint Colors).

- **Hinges:** A unit owner who had to replace one of the large hinges on the heavy metal door to his unit reports that the Bommer hinge TA2714 5 X 5 26D (Precision Door & Hardware item no 49161) worked as a replacement. The screws supplied with it work, too.
- **Slamming:** Most RHE units have heavy metal fire doors, which make a booming noise when allowed to slam. Please shut your door gently.

26. **Vehicle Registration in Arlington County:** If you are a new resident of Virginia, you have 30 days to register your vehicle under state law. The state requires a safety inspection and possibly an emissions test of your vehicle. For information on registering vehicles, go to the Virginia Dept. of Motor Vehicles.

27. **Washers & Dryers for Residents:** RHE laundry rooms are at basement level (next to the storage lockers) and accessible through the 1224 and 1300/1302 entrances. Each facility has four washers and four dryers, each of which has a reader for a laundry services smartcard. The card can be purchased and refilled from a Value Adder Plus cash-to-card-service machine in the 1302 bicycle room.

28. **Washers & Dryers in Units:** The RHE Board prohibited installation of in-unit washers or dryers without prior Board approval after receiving an outside assessment of the capacity of building plumbing lines, risk of flooding, and lack of outside venting. RHE makes available to residents a laundry room with four washers and four dryers in each building.

29. **Water Shut-off Procedure:** Because of past problems with vendors turning off building water service, the board on June 6, 2006, established a water shut-off procedure and designated Triple State Plumbing Services of Arlington, Va. (703-533-8909), as the sole vendor with authority to shut down water service. See the Building Water Shut-off Procedure under References Documents on the RHE website. The RHE Board encourages unit owners to have a valve installed in their units to turn off water service to their unit, avoiding the need to shut off water to all units in their building.

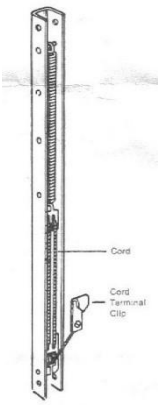
30. **Window Cleaning**: Unit owners and residents are responsible for cleaning their windows. The condominium association cannot provide this service because Article VI, Section 9, of the Bylaws states that unit owners at their own expense shall “clean, repair and maintain both the interior and exterior glass surfaces of all windows.”

31. **Window Cleaning II:** If your unit has windows installed in 1980-1981 when the buildings were converted to a condominium, here is how to remove the lower half of the windows for purposes of cleaning or installing a window screen: There are metal strips in each window track about 2 inches from the top of the window frame. Flip the bottom of each strip outward. When the metal strips are "open," slide the window all the way up. Then pull the right or left side of the window toward you. The window should come out. To put the window back in, make sure the metal strips are open. Work the window into the tracks and slide it up to the top of the window frame. Then slide it back down and close the metal strips. (The above process doesn't always go smoothly, especially if the metal trips won't stay open.)

32. **Window Replacement:** Many RHE unit owners have replaced their windows (and steel window boxes in some cases) using a variety of installers. The RHE Board does not require prior approval for replacements if the new windows match all other RHE windows for color

(white), spacers (white), spacer patterns (6 panels for single windows, 4 for double windows, bathroom windows, and picture-window side windows), and window screens (black).

33. **Windows, Sash Balance Replacement:** For the original 1980-1981 windows, the sash balance (see image) is the 18- to 30-inch long spring-loaded metal device that resides in the window frame on the right and left sides of your window. It assists in raising and lowering the window. Occasionally, the sash balance breaks and needs replacement. Blaine Window & Door in Silver Spring, Md. (800-565-4948) carries replacement parts. Because RHE units have at least three different size windows, you first should measure the length of the metal channel of the sash balance. Here are the replacement part numbers:



Channel Balance

Length Series Number Blaine Part Number

18 inches CB 0 Series 17B CB0017-040 Sash Balance 1720
24 inches CB 0 Series 23B CB0038-040 Sash Balance 2320
30 inches CB 0 Series 29B CB0062-040 Sash Balance 2920

Each sash balance requires a plastic part for the top and bottom of the metal channel. The Blaine part numbers are:

- CB9001-1-058 Cap Top
- CB9002-058 Bottom Guide Nylon

Sash balances cost about $14 to $20 each, depending on the length. The top and bottom plastic parts total in the $3.00 range.

To install a new sash balance:

1. Remove the window (see “Window Cleaning II” above)
2. Set the metal strip in the window track in the down position.
3. Insert the top plastic part into the top of the window track.
4. Insert the cord terminal clip (hook) in the window frame slot for it.
5. Pull the balance down below the metal strip.
6. Flip the metal strip outward.
7. Let the balance slide up against the metal strip.
8. Place the window back in the frame.

34. **Window Screens:** They are the property and responsibility of the unit owner. No approval from the RHE Board is needed to install or replace a window screen if it looks like the widow screens on other units (one-piece, white frame, black screen that covers the entire window area). Many unit owners have purchased window screens from Blaine Window & Door, Silver Spring (800-565-4948), which can send personnel to repair or replace screens on-site.

Corrections: Please report non-functioning phone numbers, hyperlinks, etc., to the RHE Board at RosslynHeightsEast@hotmail.com.